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Sent: Monday, March 28, 2011 4:13 PM
To: Hemsworth, Meghan (DPH); Wang, Xingtai (DPH); Belanger, Peter (DPH); McGeown, Catherine (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Fausett, Gary (DPH); Peeples, Michael (DPH); Hussin, Ayman (DPH); Lancto, Denise (DPH); Elvin, Paul (DPH); Condon, Cynthia (DPH); Cheng, Gloria (DPH); Doan, Kimberly (DPH); Holland, James (DPH); Chin, TakWah (DPH); Greer, Garry (DPH); Rubin, Alan (DPH); Alfonso, Felipe (DPH); Salemi, Charles (DPH); Parrin, Janis (DPH); Albrecht, Michael S (DPH); Fuller-Jones, Sydney (DPH); Hickey, Helen (DPH); Ahern, Judy (DPH); Gauthier, Cheryl (DPH); Stiles, Tracy (DPH); Rosas, Giovanni (DPH); HunterAdams, Jo (DPH); Davenport, Russell (DPH); Connolly, Lawrence
Subject: Link to new purchasing system

Below is the link to the new purchasing program.

<http://dph-sli-acctng/epmxtest/admin/index.php>

The first screen you will see is the logon page. Your logon is the same as the DPH network, your initial password is 123456. You will need to change your password this the first time you are in the program.

To save the link to your desktop, in the login screen click on "file" then scroll down to "send" then scroll over to "shortcut to desktop". This will place an icon on your desktop for the purchasing software.

The program is going to be in the test environment until April 15th so please try using it so that you can become familiar with it. Please remember that you will need to continue using the current system to place orders until the 15th.

If you have any questions please let me know.

Thanks